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AUTHOR Wright, Nancy Kirkpatrick
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ABSTRACT

This workbook, designed for a Library Research course at Yavapai College, provides 15 lessons in advanced library reference skills. Each lesson provides explanatory text and reinforcement exercises. After Lesson I introduces specialized dictionaries and encyclopedias (e.g., for foreign languages, medicine, music, economics, social sciences, and art), Lesson II explains special subject sources, such as business periodicals and general science indexes. Lesson III focuses on indexes in literature and the humanities, and Lesson IV examines the use of other literary sources. Sources for statistical information for the nation, Arizona, and municipalities are reviewed in Lesson V, while Lesson VI shows students how to find business and financial information, using examples of investments and insurance. Lessons VII and VIII explain how to find biographical and genealogical information. Lesson IX introduces students to computerized databases, and Lesson X shows how to locate government documents. Lesson XI describes two basic legal reference tools, and Lesson XII covers sources of information on United States law. Lesson XIII discusses bibliographic and footnote formats. Lesson XIV assigns a final bibliography to be compiled by the students in lieu of a course examination, while the final section contains the course evaluation form. (KL)

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L I B R A R Y R E S E A R C H

Yavapai College
Learning Resources Center

by

Nancy Kirkpatrick Wright
Public Services Librarian

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Prescott, Arizona
1981

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and encouragement.

LBA 012 LIBRARY RESEARCH

Please complete and hand in this page before beginning work on LBA 012.

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

GRADE OPTION: (Check one)

_____ S/U credit - Must finish all 15 assignments for a
"Satisfactory" grade.

_____ A-F credit - Must complete all 15 assignments for an A.
Must complete 12 for a B, and 10 assignments for a C.
Completing fewer than 10 lessons is considered failing.

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INTRODUCTION

The Library Skills course (LBA 111) was designed to teach you how to find materials in the library. This course, Library Research (LBA 012), delves deeper into some of the most useful reference works in the library and focuses on finding information. A hidden goal is to guide you through library systems and organization so you will be able to approach other libraries and other books confidently.

Start right away. The lessons are designed to take two to three hours each and you are expected to complete at least one lesson per week. To encourage you to meet this schedule a free computerized information search on a subject of your choice will be offered if you finish the first eight assignments by the eighth week of the semester.

Read each assignment carefully and hand it in as soon as it is completed. It would be helpful to the instructor if you keep a record of the amount of time each lesson takes. You will find that some lessons take much more time than others.



LESSON ONE

DICTIONARIES, VARIOUS AND SUNDRY ENCYCLOPEDIAS AND HANDBOOKS

In the Library Skills course we scratched the surface of the dictionary collection. Now let us look at some even more specialized reference works which give definitions, pronunciation, synonyms or foreign language translations.

A. Foreign Language Dictionaries

Foreign language dictionaries may be found in the subject section of the microfilm catalog under:

DICTIONARIES - CHINESE
GERMAN LANGUAGE - DICTIONARIES
FRENCH LANGUAGE - DICTIONARIES

Find three foreign language dictionaries and give the call number of each.

1. Title _____

Call number _____

2. Title _____

Call number _____

3. Title _____

Call number _____

B. Medical Dictionaries

Medical dictionaries are handy for clarifying those unusual words and phrases our doctors sometimes drop on us. They may be found by looking in the subject section of the microfilm catalog under: DICTIONARIES, MEDICAL or MEDICINE - DICTIONARIES (most are listed here).

Two reliable medical dictionaries are Stedman's and Dorlands. Look up each of the following words in both of them and compare the information given: (give brief answers)

1. Anorexia

Stedmans _____

Dorlands _____

2. Strabismus

Stedmans _____

Dorlands _____

While you are in the medical section of the reference books, look at the Physician's Desk Reference (PDR) which contains information on pharmaceuticals, indexed by company name and generic and chemical name.

Look up each of the following:

1. Valium tablets

What adverse reactions could you have? (List only three) _____

2. Miltown

What is the first warning given? _____

3. Where is Roche Laboratories located? _____

C. Some Other Specialized Dictionaries

Please look up call numbers of each of the following and give brief definitions of each of the words and answers to the questions. It is usually easier to find call numbers by looking in the Title section of the catalog when you know the title.

1. Dictionary of Music and Musicians

Call number _____

varsoviene _____

2. Harvard Dictionary of Music

Call number _____

What does Demancher mean? _____

One of several source books in computer science is the Computer Dictionary by Charles Sippl.

Call number _____

What is a bit? _____

Dictionary of Economics by Sloan

Call number _____

What is a call loan? _____

What is an abrasion as applied to coins? _____

Dictionary of Occupational Titles

Call number _____

and the Occupational Outlook Handbook

Call number _____

Give employment and career information. Look up a job that interests you in the Occupational Outlook Handbook.

What is its title? _____

Where could you find more information about this kind of work? _____

- D. Encyclopedias offer comprehensive information of a particular branch of knowledge. Topics are usually arranged alphabetically and will briefly cover the subject.

Ref. N31.E4833

1. Use The Encyclopedia of World Art (see the index, Volume XV) to find:

Who painted Woman Bathing in a Stream? _____

Where can I find a picture of the Napoleon III coin? _____

Where is the main article about the "rococo" art style? _____

2. International Encyclopedia of the Social Sciences

Call number _____

Look through several volumes to get a feel for the topics included and the depth of coverage. It is usually helpful to use the index for finding information in large encyclopedias.

Where would we find information on:

Polls (elections) _____

Multivariate inference _____

Christianity _____

3. There is even an encyclopedia of the occult, Man, Myth and Magic; an Illustrated Encyclopedia of the Supernatural.

Call number _____

Please give volume and page numbers of articles on:

Edgar Cayce

Volume _____ Page _____

Druids

Volume _____ Page _____

4. Encyclopedia of Minerals by Roberts, Rapp, and Weber

Call number _____

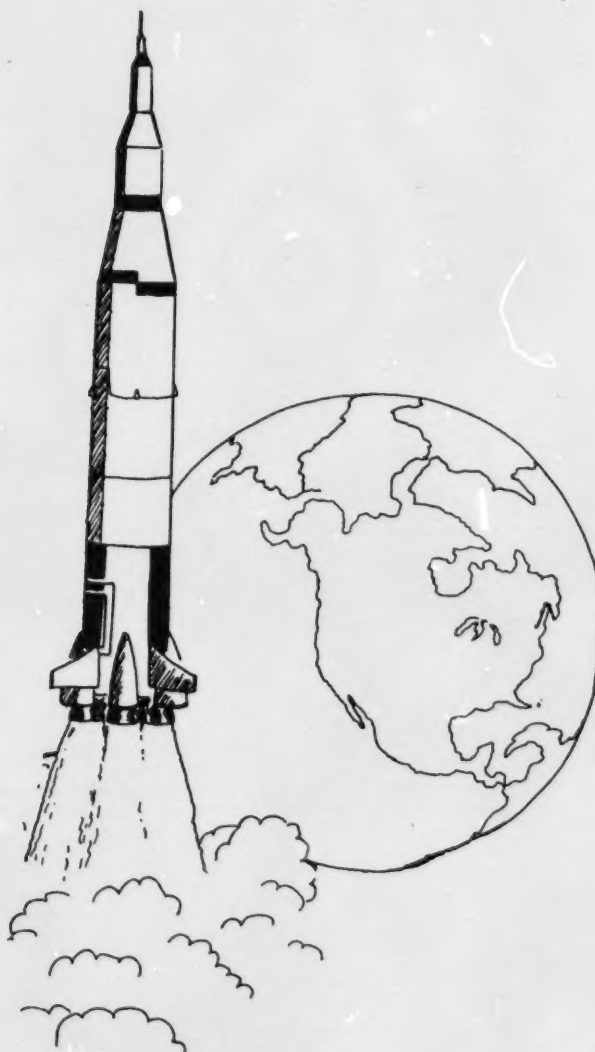
What is the color-luster of Tundrite? _____

5. International Encyclopedia of Dogs

Call number _____

Go to the shelf and note the variety of small encyclopedias on the same shelf, but on different subjects. List three of them:

1. _____
2. _____
3. _____



LESSON TWO
SPECIAL SUBJECT INDEXES

When very recent or specific topics are being researched, books are not what is needed. New developments may not be covered in books for two or three years, and very specialized topics usually are not enough for an in depth, full-length study. Periodical articles will probably best fit the researchers need; therefore, it is wise to become familiar with indexes in the LRC which deal with special subjects. Remember that it is important to read the Prefatory Note and information on how to use the indexes in order to make the best use of each new reference tool.

A. Business Periodicals Index

1. Business Periodicals Index covers approximately 272 periodicals in some of the following fields (list four):

- a. _____
- b. _____
- c. _____
- d. _____

2. Bibliographic data is in the same format as the Readers' Guide. Articles are alphabetized by subject and by names of companies, but book reviews follow the main body in a separate listing. Find an article under EXPORT CREDIT entitled "Some observations on small exporter trade credit risk management", and list the following:

- a. Periodical _____
- b. Date of the periodical _____
- c. Pages on which the article appears _____

You are interested in purchasing a restaurant franchise but would like to gather some information on the company.

- a. What subject heading would you look under? _____
- b. Find one article about the company in this library.
 - 1. Periodical _____
 - 2. Date of issue _____
 - 3. Title of article _____

B. General Science Index

This is a relatively new index covering approximately 89 periodicals in physical and biological science and mathematics. Look in the most recent issue of the index on the page with "Abbreviations of Periodicals Indexed" in order to see which periodicals indexed are in this library.

1. List one periodical in this library for each of the following subject fields:
 - a. Biology _____
 - b. Psychology _____
 - c. Chemistry _____
 - d. Geology _____
2. Give the citation for an article which can be found in this library on VAMPIRE BATS (i.e. author [if any], title of article, title of periodical, date of periodical, pages.) Do not abbreviate.

C. Cumulative Index to Nursing & Allied Health Literature, formerly Cumulative Index to Nursing Literature, indexes approximately 250 journals in nursing and related allied health professions. It also indexes selectively in these subjects from popular magazines and bio-medical journals. There is a separate listing of subject headings in each bound volume.

1. CINAHL is a subject-author index. Until _____ subjects and authors are arranged in one alphabet, but beginning with volume _____ the name section follows the subject section. People who are subjects of articles (biographies) are found in the name section with parentheses around their names.
2. To find some articles on cancer in children look under the subject headings:

Other subdivisions of this topic are _____

and _____

3. Cite one article on kidney transplants which you can locate in this library.

a. Title _____

b. Journal _____

c. Date _____

d. Page _____

e. Format (i.e. microfiche, print) _____



LESSON THREE

INDEXES IN LITERATURE AND THE HUMANITIES

Once upon a time there was the Readers' Guide to Periodical Literature Supplement, which became the International Index, which became the Social Sciences and Humanities Index, 1965-1974, which in 1974 was divided into two completely separate indexes.

The Social Sciences Index and The Humanities Index cover the more scholarly journals in these broad areas. Members of the Wilson family of indexes, they provide author and subject entries and separate book review sections as does The Readers' Guide. Both are issued quarterly with annual cumulations. All are on Index Tables in the Periodical Room.

While these two reference works index articles in magazines, the Essay and General Literature Indexes indexes books and is useful in finding parts of books on a particular subject.

A. Humanities Index

Read the "Perforatory Note" in the front of one of the bound volumes of this index.

What subject fields are covered?

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Now look at the list of abbreviations of periodicals indexed and note that our library underlines the titles to which we subscribe. Unfortunately we can't afford to take all these journals so we will get through interlibrary loan any articles we don't have.

List 10 periodicals indexed in Social Science Index which Yavapai College library has in its collection:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Now look up the following subject, find articles in journals which our library has. You may need to look in several volumes of the index to find them.

Gothic literature

Title of article: _____

Journal: _____

Pages and date: _____

Is the article illustrated? _____

Now actually find one of the above articles and copy the first three lines of the first paragraph.

B. Social Sciences Index (Index Table Periodical Room)

In the "Perfatory Note" read the list of subjects covered in this index and list several of them below.

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

And from the table of "Abbreviations of Periodicals Indexed" list 8 periodicals to which we subscribe:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

7. _____
8. _____

Leaf through an index noting the subjects covered and the subdivisions of the subjects. Find an article by the author, Oliver C. Mitchell, Jr.:

Title: _____

Journal: _____

Pages and date: _____

Would Yavapai College Library have the journal with this article? _____

Find an article, which this library should have, on the subject Environmentally induced diseases:

Title: _____

Journal: _____

Pages and date: _____

Is it illustrated? _____

Look in the book review section at the back of the index and find reviews of Power and Illness by E. A. Krause which was published in 1977.

How many reviews are listed? _____

Cite one of the reviews listed:

Journal: _____

Reviewer: _____

Date and pages: _____

C. Essays and General Literature Index

Large red volumes containing the cumulations and smaller paperback annual and semi-annual supplements are shelved on the index table near the Xerox in the main reading room of the library.

Look in the first large cumulative volume (1900-1933) and read the "Introduction" pages ix-xii.

In the section on "scope," essays in what fields are included? _____

Aside from essays, what has been stressed in this index?

1. _____ and 2. _____

From the section on arrangement, list the three kinds of entries and tell a little about each.

1. _____

2. _____

3. _____

Although Essay and General Literature Index (EGLI) indexes books, it also includes periodical citations if the essay originally appeared in a magazine or journal. So there is a list of abbreviations of periodicals referred to on pages xvi and xvii.

***Study "Directions for Use" on page xviii. Then look at the "List of Books Indexed" which begins on page 1891.

1. In order to become familiar with this rather complicated process, suppose we want to find an essay on the social democratic party in Germany. What page in the 1900-1930 EGLI lists Social Democratic Party? _____

Note the citation:

Crispien, A. Religion a private matter
In Davis, J. ed. Labor speaks for itself
on religion p. 91-95

This means that there is an essay by Crispian titled "Religion a private matter" which is in a book by J. Davis. Look at the back of EGLI in the section "List of Books Indexed" for the complete citation for Davis' book. What page is it on? _____

Now to actually find the essay we must determine if this library has Davis' book. So look it up in the microfilm catalog either by title or by author. Does Yavapai College Library have the book? _____

2. In the same EGLI find an essay on poetics. Follow the whole procedure as in #1. This time find the book on the shelf.

Author: _____

Title of essay: _____

Title of book containing the essay: _____

Call number of the book: _____

Pages of the essay: _____

Quotation from first page of the essay: _____

3. In the EGLI volume for 1975 find an essay on aging.

Title of essay: _____

Book: _____

Author: _____

Call number: _____

(You will notice that some of the EGLI volumes have call numbers for the books we own written in the margin of the "List of Books Indexed").

4. In the volume including June 1979, find an essay about F. Scott Fitzgerald's novel The Great Gatsby:

Title of the essay: _____

Book it is in: _____

Pages: _____

Call number of the book: _____

Now go to the shelf, find the book and quote the first two lines of the essay.

LESSON FOUR
OTHER LITERARY SOURCES

If you continue in college you will probably have to write literary criticisms. Or, you may simply want to read what the critics have said about literary works in order to understand them better. The reference works used in this lesson lead to explanatory or critical essays about literature. In each of them there is an author or subject approach in an index which leads to periodicals or books. The procedure is the same as in Lesson Three, Essay and General Literature Index.

- A. MLA International Bibliography of Books and Articles on the Modern Languages and Literatures (on an index table in the Periodical Room, dark blue, Ref. Z7006.M64)

Three volumes in one, this bibliography contains references to literature throughout the world. Go to the 1977 edition and turn to the title page for Volume I.

What does it include? _____

There is a blue divider page before Volume II. List four of the languages and literatures contained in Volume II.

1. _____
2. _____
3. _____
4. _____

Find Volume III, after the yellow divider page. Volume III deals with:

Since Volume I will be of most interest to us, please look at the "Table of Contents" for Volume I on page xiii. Look at the heading for American Literature and note that there are five general divisions under American Literature.

1. _____
2. _____
3. _____
4. _____
5. _____

So, if we were looking for critical articles on Washington Irving, for example, we would look in part 2, literature of the 17th and 18th century. If we want information about the works of John Steinbeck we would look in the fifth section, twentieth century.

Now look at the "Master List of Journals and Series," beginning on page xiv. Again we have underlined in red the journals this library subscribes to. List 7 which we should have:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Now lets try to use this cumbersome but useful work.

Suppose you need information about literature of the American Indian. In the general and miscellaneous section of American Literature, page 137, there are headings for types of literature: Afro-American, American Indian, Biography, Drama, etc.

Look under American Indian. Entry 7282 refers to a book by Abraham Chapman, Literature of the American Indian which contains an article by Paula Gunn Allen on pages 111-35. We have this book so if you really needed this information you would look for Chapman's book in our microfilm catalog.

Now look at entry 7284. This article about American Indians is by:

What periodical is it in? _____

Volume _____ Pages _____

Find this article in our periodical collection. Copy the first two lines of the essay here:

Now find a critical essay about Hemingway's The Sun Also Rises. He will be listed alphabetically in the 20th century section. Many of

the citations are from works this library doesn't have. Look closely and find one from a book or periodical we have.

Entry number _____

Author of the article _____

Title of the article _____

Periodical or book _____

Volume number _____

Page numbers _____

- B. Authors: Critical and Biographical References by Richard E. Combs is a small blue book in the general reference collection (Ref. PN524.C58) which is very useful for finding information in books about authors and their works.

By now you will probably find it easy to use this kind of work. Look through it and notice that authors are listed alphabetically with series of letters and numbers under their names. The letters refer to books listed at the back, pages 155-197. If you don't readily understand this, read the directions on pages viii and ix.

Name a book that this library has which contains information about Flannery O'Connor?

What pages of the book are about Miss O'Connor? _____

Find a critical essay on Samuel Clemens. Give the title and pages of the work containing it.

Title _____

Page numbers _____

Find the book on the shelf and give the title of the chapter which has information about Mark Twain.

You have probably noticed a drawback to this little index: it doesn't break down the entries in anyway, so you don't know which work of a specific author will be discussed. If you had been looking for a criticism of Mark Twain's Huckleberry Finn you might have had to search several places to find it.

- C. Twentieth Century Short Story Explication: Interpretations 1900-1975 by Warren S. Walker leads directly to explications (detailed analyses or explanations) of specific short stories.

This newest edition (green, Ref. Z5917.S5W33 1977) leads to books and journal articles. A checklist of books analyzed is at the back of the book. For the journal entries check our list of periodical holdings on the open file in the periodical room.

Lets try Mark Twain again and look for an analysis of his "The Story of the Old Ram." Note that there is an article in College English 1946, pp. 302-312. If we check the periodicals list we find that Yavapai College library subscribes to College English but, unfortunately we have it only back to 1963. We would have to get this through interlibrary loan.

Now, on your own, find a periodical essay about John Steinbeck's "The Chrysanthemums". Keep looking until you find one that this library has. You will probably notice that most of our subscriptions don't go back further than 1969. Give the citation here:

Author _____

Article Title _____

Periodical Title _____

Volume _____ Year _____ Pages _____

Now find an article about the same short story in a book that we have. If you find this too difficult, please ask the instructor for help.

Author _____

Book _____

Pages _____

Call number _____

There are other similar books of explication such as:

Poetry Explication. Ref. Z2014.P7K8

English Novel Explication. Ref. Z2014.F5P26

which have the same format and the same kind of usefulness as Short Story Explication.

There are also reference works which help you find plays or short stories in collections: The Play Index, Index table (Ref. Z3781.P53); Short Story Index, Index table (Ref. Z5917.S5C6); Ottomiller's Index to Plays in Collections (Ref. Z5781.08); The Chicorel Indexes, Index table (Ref. Z5781.C485) and many others.

LESSON FIVE
STATISTICAL SOURCES

Statistics are so important to business, industry, education, and research that most libraries have many statistical sources in their reference collections. We will deal with a representative few in this lesson, starting with the most important, The Statistical Abstract of the United States which is a digest of data collected by all agencies of the federal government and some collected by private agencies.

A. Statistical Abstracts of the United States

1. The newest copy of Statistical Abstract is kept in the reference area (Ref. HA202.A37) with the back issues shelved under the same number in the circulating collection (the stacks). Find the 1978 edition and read the preface, page iii-iv.

When was the Statistical Abstract first published? _____

It is the "standard summary of statistics on the _____, and _____ organization of the U.S." and serves as a guide to other statistical publications and sources. List four new tables included in this volume.

1. _____
2. _____
3. _____
4. _____

2. Look over the Table of Contents and note the 33 major sections. If you have a good mental picture of these sections, you will always know what kinds of information you can expect to find in the Statistical Abstract. List 16 of these sections.

- | | |
|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | 16. _____ |

3. Study the "Guide to Tabular Presentation" on page xi so you will know how to interpret statistics found in this work. It is important to know the "unit indicator" of each table, which tells whether the numbers given represent thousands, millions, dollars, or whatever.

Where is the unit indicator usually given? _____

4. Now use the index in the back of the book to look up the following information:

The suicide rate for women 15-24 years old in Austria? _____

Of the countries listed which has the highest total suicide rate for males? _____ What is it? _____

Which country has the lowest rate? _____

What is it? _____

Notice that the unit indicator tells us that these figures mean "rate per 100,000 population" and that they include deaths resulting indirectly (as well as directly) from self-inflicted wounds. Note Japan's high rate for young women.

How much was spent for national newspaper advertising for cosmetics in 1977? _____

Notice the unit indicator again. This time the number given means millions of dollars.

What was the source of this information? _____

How many girl scouts were there in 1977? _____

How many people died of malignancies in 1976? _____

What was the source of this information? _____

5. The Appendix IV, pages 964-1011, contains a guide to sources of statistics and to state statistical abstracts. What two sources are listed for Arizona? (Write the titles, only. They are in italics).

1. Author: Valley National Bank

Title: _____

2. Author: University of Arizona

Title: _____

B. The Statistical History of the United States from Colonial Times to the Present (Ref. HA202.B87 X976)

1. Read Wattenberg's interesting introduction beginning on page v (skim it if you don't find it as interesting as I did).
2. Read carefully "How to use this book," beginning on page viii.

What happened to one-teacher public schools? _____

Compare college enrollments in 1870 _____

with 1970 _____

3. Look at the Table of Contents, page xi, and note the wide range of subjects included. Notice that there is even a chapter on Colonial and pre-Federal statistics -- page? _____
4. Now turn to the subject index at the back of the book to find answers to the following:

What was the total (estimated) population of the American Colonies in 1630? _____

How many Americans were born in Greece?

in 1870? _____

in 1970? _____

How many were born at sea?

in 1870? _____

in 1930? _____

I can't believe it!!

Compare the weather conditions in Arizona (its given for Grand Canyon) and Florida (St. Leo's Abbey).

1970 rainfall (precipitation) for:

Arizona _____

Florida _____

C. Arizona Statistical Abstract (Ref. HA241.S93)

1. Read the "Foreward" in the front of the book. What are the three purposes of this abstract:

1. _____

2. _____

3. _____

Which is the "granddaddy" of all statistical works? _____

2. Look over the "List of Sections" on the following page, noticing that the list begins with geography and climate and proceeds through social and economic topics to services at the end.

Since there is no index, the "List of Sections" and the beginning pages of each section must be searched to find the appropriate tables.

3. Look at the first table on page 5 and note that the land and water areas are given by county, then totaled for the state as a whole, in the first table. The array below compares Arizona with other southwestern states and the nation as a whole. You will find this general scheme throughout the book. Note, too, that the source for the data is given below each table.

Which Arizona county has the most land area? _____

Which is the smallest? _____

How does Arizona rank in order by area? _____

Which state is third largest in the U.S.? _____

4. Now use the "List of Sections" to help you find the following information:

The annual precipitation for Prescott in 1977? _____

The number of marriages in Yavapai County in 1960? _____

What were the two principal crops in Arizona in 1978?

1. _____ 2. _____

What were Yavapai County's principal crops?

1. _____ 2. _____

What was the source of this agricultural information? _____

D. Municipal Yearbook (Ref. JS344.C5A24) - use 1974 edition.

A yearbook and statistical volume covering U.S. and Canadian cities, this complex work includes a directory of municipal organizations and personnel in all U.S. cities over 5,000 population.

Along with the usual population and administrative statistics the Municipal Yearbook covers current management environmental, and social issues faced by city governments.

Study the "Table of Contents" in the front of the book to get a feel for the arrangement and the kinds of information included.

1. Fortunately there is an index at the back of the book, small but helpfully subdivided. Use it to find information about women in police departments. For all cities surveyed, what percentage have women assigned to patrol? _____
(I imagine this is old data and that the percentage would be much higher today, don't you?)

Which part of the country has the largest percentage of women assigned to patrol? _____ Surprising!

2. Note that some county information is included. From the table of salaries of county officials, determine the average (mean) salary for a sheriff in counties the size of Yavapai (36,000 in 1970) in 1973: _____

What part of the country paid their sheriffs the highest in 1973?

3. Let's see how up-to-date the directory of city officials is. Find the entry for Prescott in the directory. Who was mayor when this data was gathered? _____

LESSON SIX

BUSINESS AND FINANCIAL INFORMATION

Many large libraries have whole departments devoted to business, economics and banking. Because reference works in this area are expensive, Yavapai College Library concentrates on the works needed by students in the business courses offered at the college. Several of these works, though, are particularly helpful to the average person who is buying insurance, investing, or otherwise dealing with a nationally known company. In this lesson we'll learn about three especially useful services.

A. Moody's Investor Services Ref. HG4961.M

Six volumes with semi-weekly supplements cover companies listed on U.S. stock exchanges. There will usually be a brief history, lists of subsidiaries, business and properties, officers, financial ratios and descriptions of the securities offered for each company.

List five Moody's Manuals this library has in its collection. You will note that each manual is bound in a different color:

1. _____
2. _____
3. _____
4. _____
5. _____

We will study Moody's Industrial Manual since most companies an investor would be interested in are listed there, and the other manuals have the same format.

Please read pages IV, V and VI (blue) in the front of Vol. 1 of the Industrial Manual to learn how the manuals are compiled and how stocks and bonds are rated.

Now turn to the alphabetical index, also blue pages, in the front of the index. Look up Bell and Howell company and turn to the pages indicated in the index and answer these questions:

When was the company originally incorporated? _____

In what five areas are the company's principal products?

1. _____
2. _____
3. _____
4. _____
5. _____

3. Who is the Chief Executive Officer and President? _____
- _____
4. Where is the main office? _____
5. At the end of the article, find the company's symbol on the New York Stock Exchange (NYSE) _____

Moody's Industrial News Reports - large loose leaf binder. (Ref. HG4050.M6)

Look up the same company, Bell and Howell in the blue and green index pages. There will be several news reports. Choose one of them and report on it briefly here:

B. Value Line Investment Survey Ref. HG4501.V26

A large loose leaf binder contains reports continuously analyzing about 1,500 stocks in 76 industries. Each report is revised quarterly and there are weekly newsletters, "Selection and Opinion," which give views on business, advice on investment, and one "especially recommended stock."

Read Value Line's purpose on page 1 of Investing in Common Stocks - a thin pamphlet (Ref. HG4501.V26). Then skim through the pamphlet to get an idea of the elaborate service provided by this company. Pages 10 and 11 give a sample Value Line Report with a key to its features. Keep this open as you use The Value Line Investment Survey (Ref. HG4501.V26 no.1). Look over the first page of the survey and note that the reports are arranged by industry rather than company. Ratings by industry are listed in the bottom half of this page.

What industry is rated #1 for probable performance the next 12 months?

What page is the beginning of the section on that industry? _____

How is the advertising industry ranked? _____

The company index begins on page 3. Look up Bell and Howell again.
What page numbers contain information? _____

Will there be information in Selection and Opinion? _____
Page numbers will be in italics beside the company name in the index.
(Selection and Opinion is in a small binder, Ref. HG4501.V26 no.2).

Study the information on the index page. What rating does Value Line
give Bell and Howell for Timeliness? _____
What is its rank for safety? _____

Now turn to the page indicated in the index for the report on Bell and
Howell.

Using the explanatory page in the pamphlet to guide you, find the fol-
lowing information about Bell and Howell.

1. Recent price _____
2. What happened to the graph in 1975? _____
3. Value Line's rating for Timeliness? _____
and safety? _____
4. What does Value Line predict about the future of the company? _____

C. Insurance Guides

Before buying life or health insurance it is always wise to look into the health of the insurance companies being considered. Most libraries have helpful fact or statistical books. This library has Best's Insurance Reports, Life-Health Edition. (There is a Property-Liability edition which may be found in other libraries). For a company's history, financial position, and a helpful rating consult Best's.

Best's Insurance Reports, Life-Health Ref.HG8943.B3
Read the first five paragraphs of the preface, p. IX, and paragraphs 1 and 5, p. XI.

How long must a company have been in business to be rated by Best's? _____

When was Best's first published? _____

Now, turn to the index beginning on page XV and look up a company with which you do business, or a company you are interested in.

Name of company _____

Page of report in Best's _____

When was this company incorporated? _____

Where? _____

How does Best rate it? _____

What is the company's size category? _____

What else did you learn about the company? _____

* * * * *

Was this lesson especially difficult? _____

Do you have any suggestions for ways to make it more meaningful? _____

LESSON SEVEN
MORE BIOGRAPHICAL SOURCES

How often do you wish you knew some facts about people's lives? When they were born? What they accomplished? What they wrote? Their addresses? In the lesson on biography in the Library Skills course, you used a few of this library's biographical sources, but there are many more, four of which you will become familiar with in this lesson.

- A. The microfilm catalog (card catalog in other libraries) is the first place to look if you want a book about a famous or notable person. Simply look in the subject part of the catalog, last name first:

Einstein, Albert
Steinbeck, John
Washington, George

Usually the subject heading will include the person's title and his dates:

ADAMS, JOHN, PRESIDENT, UNITED STATES, 1735-1826
ADAMS, JOHN QUINCY, PRESIDENT, UNITED STATES, 1767-1848
WASHINGTON, GEORGE, PRESIDENT, UNITED STATES, 1732-1799

This helps distinguish among people with the same name, as in the two Adams'.

In standard card catalogs, names of people precede all other entries with the same word:

WASHINGTON, GEORGE
WASHINGTON, MARTIN
WASHINGTON AND LEE
WASHINGTON COLLEGE

However, in computer-generated catalogs such as our microfilm catalog, a straight word by word filing is used:

WASHINGTON AND LEE
WASHINGTON COLLEGE
WASHINGTON, GEORGE
WASHINGTON, MARTIN

Find books about the following people:

1. Jack Benny

Author: _____

Title: _____

Call number: _____

2. William Shakespeare

Author: _____

Title: _____

Call number: _____

Notice that books about Shakespeare's works as well as about his life are listed under this subject, many times with sub-divided subject headings such as:

SHAKESPEARE, WILLIAM, 1564-1616 - DRAMA
SHAKESPEARE, WILLIAM, 1564-1616 - MUSIC
SHAKESPEARE, WILLIAM, 1564-1616 - FRIENDS AND ASSOCIATES
SHAKESPEARE, WILLIAM, 1564-1616 - ROMEO AND JULIET

Collections of biographical information will be found under the subject heading BIOGRAPHY. Give a reference work listed under the subject BIOGRAPHY-DICTIONARIES.

Author: _____

Title: _____

Call number: _____

- B. Who's Who in America (Ref. E663.W56) is the best known and most useful biographical work in the library. Skim the preliminary pages of the 1978-1979 edition noting the "Standards of Admission" p. xi. What is the foremost consideration in determining who will be listed in Who's Who in America?

Skim the list of positions included, and the "Key to Information in this Directory" p.xii.

What is Stanley Wellington's political affiliation? _____

What is his home address? _____

You may refer to this key as you answer the following questions using the 1978-1979 edition:

What book did John Glenn write? _____

What is his present occupation? _____

What is Shana Alexander's occupation? _____

List three magazines she has worked for: 1. _____

2. _____ 3. _____

Look on page 3603 of Volume 2 of the 1978-79 edition.

What is a "necrology"? _____

This list is given because the policy of Who's Who in America is to include only living people. List three famous people who died during 1978-1979.

1. _____

2. _____

3. _____

In addition to Who's Who, other concise biographical works include:

Who Was Who

Who Was Who in America

Who's Who in the West

Who's Who of American Women

The International Who's Who

Who's Who in American Art

Look a name up in one of the above and report on it here:

Name: _____

Source: _____

Person's birthplace: _____

Interesting fact about the person: _____

- C. Current Biography (Ref. CT100.C8) contains informal biographical sketches of people in the news. International in scope, monthly, but cumulated annually and indexed, it is easy to use and interesting to read.

Find sketches about:

Linda Ronstadt:

1. Date and page numbers of the Current Biography volume _____

2. Is there a photograph of Linda? _____
3. Where was she born? _____
4. What magazines contain articles about her? (see the end of this article) _____

Pope John Paul II

1. Date of monthly issue? _____ Page? _____
2. Who is on page 207 of this issue? _____

Find an obituary of Harry S. Truman. It will be in the back of the volume cited in the index.

When did he die? _____

Which Current Biography will have a sketch about him? _____

Do we have that volume? _____

- D. Contemporary Authors (Index table near the xerox, Ref. Z1224.C6) gives information about authors in the sciences and humanities as well as poetry and fiction, and from other countries as well as the United States. It gives biographical data and information about the authors published writings and works in progress - thus its sub-title: "A Bio-Bliographical Guide to Current Writers in Fiction, General Non-fiction, Poetry, Journalism, Drama, Motion Pictures, Television, and Other Fields."

Skim "Questions and Answers About Contemporary Authors" in the beginning of Volume 85-88 (unnumbered page 7).

Where does most of the information come from? _____

How are the obituary notices distinguished? _____

Read about the unusual numbering system used by CA.

Read carefully the paragraphs about the Cumulative Index. This library owns the following series which are indexed in Contemporary Authors:

Contemporary Authors
Contemporary Authors Revised (R)
Contemporary Authors - Permanent Series (CAP)
Contemporary Literary Criticism (CLC)

Now turn to the index, the black edged pages at the back of the book, and find biographical sketches about:

Stanley Kubrick

How did Kubrick's career start? _____

List two of his best known movies:

1. _____

2. _____

What are his avocational interests? _____

Herman Hesse

Although born in Germany, Hesse was a citizen of _____

What did he do in 1892, at fifteen? _____

Why was he not in the regular military? _____

Skim through the other pages about Hesse to get an idea of the critical and personal information included. Note the biographical sources listed at the end of the article about him in the Permanent Series. The permanent series now in the first two volumes of Contemporary Authors (red label) contains biographical sketches of authors who are deceased or no longer writing.



LESSON 8

GENEALOGY

Since the publication of Alex Haley's Roots more and more of us are delving into our own roots, our genealogy. We want to find out who our ancestors were, where they came from, and develop an understanding of the religious, social and political conditions which shaped our family's history. The name of this game is research. And we hardly know where to begin.

1. The Researcher's Guide to American Genealogy by Val D. Greenwood (whose call number is Ref CS47.G73) is a helpful starting place for genealogical research. Use it to learn:

(1) What are "vital records"? _____

(2) Where would one find immigrant records? _____

(3) Where would you find guardianship records in Arizona? _____

(4) How are church records like the Grand Canyon? _____

2. In the microfilm catalog find four other books on genealogy that our library owns. Subject headings: GENEALOGY, UNITED STATES - GENEALOGY.

Author

Title

(1) _____

(2) _____

(3) _____

(4) _____

3. Find two of these books on the shelf. Look each one over carefully and give brief descriptions of them. Tell how they would be useful.

(1) Title: _____

Description: _____

How it would be useful: _____

(2) Title: _____

Description: _____

How it would be useful: _____

4. Look up your own name in the following books and give its meaning. If your name isn't there look up another family name or a name that interests you.

(1) American Given Names:

Name: _____

History of meaning: _____

(2) New Dictionary of American Family Names:

Name: _____

History of meaning: _____

LESSON NINE

DIALOG AND THE SOURCE

Do you feel you need a breather! Well this is it. DIALOG and The Source are systems of online data bases. In other words, instead of looking something up in an index, we go to a computer terminal and very quickly find information by typing in the terms we're looking for. Computer technology allows us to combine terms and narrow or broaden our search as needed.

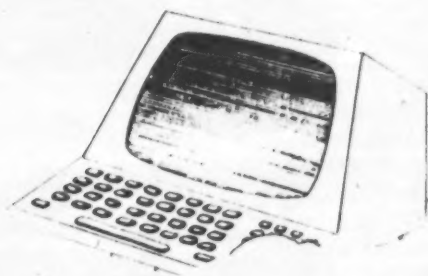
For this lesson make an appointment with the Public Services Librarian for a discussion of DIALOG and The Source and possibly a sample search.*

Appointment: _____

Librarian signature _____

Date _____

* As mentioned in the introduction, if you get to this lesson by the ninth week of the semester, you are entitled to a free search on any subject of your choice in any of our computerized data bases.



LESSON TEN

FINDING AND USING GOVERNMENT DOCUMENTS

As you know federal government documents are listed in the Monthly Catalog of United States Government Publications published by The Government Printing Office, distributed monthly and cumulated semi-annually and annually. In order to learn more about this index, study the book on government documents which has been placed on reserve for this course:

Burke, John Gordon and Carol Dugan Wilson,
The Monthly Catalog of the United States Government,
(Reserves, Z1223.A184)

It might be helpful to take this book back to the Government Documents section of the library, the far left hand corner as you come into the main large room.

I. The Superintendent of Documents Classification System

If you want to know all about the way this system works, study Appendix II, pp. 59-62 of the book cited above. Since it isn't necessary to know all this to use the system, a complete understanding of government documents classification system won't be required for this course.

It is important to know the general principals as described on page 59 and the top of page 60. Read this brief section and answer the following questions:

How are government documents grouped? _____

What is the author symbol for:

Agriculture? _____

Judiciary? _____

National Science Foundation? _____

Look over the list of classes in Appendix I, pp. 25-55. Since additions and changes in these classes occur rather frequently, there is no point in memorizing them. It is useful, though to recognize the general scheme.

List four agencies under the Agriculture Department:

1. _____
2. _____
3. _____
4. _____

Notice that the Census Bureau is under the Commerce Department. List three of the other important agencies which are listed under Commerce.

1. _____
2. _____
3. _____

On page 54 notice that congressional papers are designated "X" and the House of Representatives is "Y 1.2". What classification is given to Senate papers? _____

Turn to pages 37-42 and notice the large number of agencies publishing under the Department of Health, Education and Welfare. You may remember that Education was made a separate Cabinet Department in 1979. This will of course change the classification of Educational documents.

How are subordinate offices designated? _____

Punctuation is an important part of this classification scheme. A period always follows the letters and numbers which represent a government agency:

A 13. Forest Service in the Agriculture Department.

HE 17. Aging Administration, within HEW.

HE 20. Public Health Service, within HEW.

HE 21. Child Development Office, HEW.

A colon (:) follows each series designation:

1: annual reports

3: bulletins

5: laws

A slash or shilling mark (/) follows the number of an existing series to tie it in with new series.

All these characters make up the Superintendent of Documents classification numbers, which librarians and government publishers refer to as "SuDocs numbers". They look like this:

T 22.44/2: = Tax information under IRS which is in the Treasury Department.

PrEx 4.4/3: = Circulars published by the DEP Economic Stabilization under the Office of The President.

These lead to materials on the shelves of the government documents collection in the same way that Library of Congress numbers lead to books in the general library collections--follow them alphabetically and numerically until you find the publication.

II. Using the Monthly Catalog

The best way to learn to use something is to use it, so after reading pp. 1-3 and studying pages 6 and 7 of Burke's book on the Monthly Catalog turn to the issues of the Monthly Catalog itself, shelved in carels in the Government Documents area.

As you look through the Monthly Catalogs, note that each monthly issue contains indexes for finding publications by author, title, or subject. Note, too, the annual cumulations which now need several volumes to accommodate these three indexes.

If you want a specific publication whose author or issuing agency or title you know, look in the annual index for the year it was published, or the years you think it might have been published.

If you want material on a specific subject look first in the newest annual index then in the monthly indexes published since that and then in earlier annual indexes.

In the Monthly Catalog for September 1976 find a publication by the United States Internal Revenue Service (start by looking in the "Author Index").

What is the entry number? _____

What is the title of the publication? _____

What is the SuDocs number (Superintendent of Documents classification number)? _____

Look on the shelves under this number. Does our library have this publication? _____

If you are having any trouble with this, refer to pages 6 and 7 in Burke or to the sample entry taped on the carel containing the Monthly Catalogs. If these fail to help, ask the instructor or the periodicals clerk, who is in charge of Government Documents.

Look in the "Title Index" of the Monthly Catalog for November 1979 to find a publication called "Crib Safety: Keep Them on the Safe Side."

What is it's entry number? _____

What is it's SuDocs number? _____

Note that the annual indexes give only the entry number. To find the SuDocs number you must find the complete entry in one of the monthly indexes. Each monthly index has its range of entry numbers printed on the spine of the index like this: entries 79-19073 to 79-21843. This tells us we have a 1979 index in which we can expect to find all entries from 21843 to 19073.

Suppose you want any information you can find on "laser fusion". Look in our 1978 Monthly Catalog Cumulated Index (Vol. III has subjects).

What is the entry number for a work on laser fusion? _____

What is its SuDocs number? _____

Does this library have it? _____

III. Index to U.S. Government Periodicals (shelved in a carel in the Government Documents area).

New to our library, this computer-generated guide indexes articles in the wide range of periodicals published by our federal government. It's format is much like other indexes we have studied.

Notice the list of periodicals indexed inside the front and back covers. List 6 to which our library subscribes:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

New issues are shelved in the current periodical area near the lounge section of the library. Back issues are shelved by SuDocs number in the Government Document section.

Each article from over 150 publications is indexed by author and as many subjects as necessary to give the user quick access.

Look over the abbreviations at the front of the index and study the sample entry and its explanation.

Find an article written in 1977 by Roy P. Nebiker.

Title of article: _____

Full name of periodical: _____

Date: _____

In this citation, what do these mean?

il _____

por _____

77-017 _____

Does our library have this periodical? _____

Find an article about ASTRONOMY which this library has. Cite it here:

Author: _____

Title of article: _____

Periodical: _____

Volume, number, pages: _____

Date: _____

To find the SuDocs number of this publication one would have to look through several issues of the Monthly Catalog or the special Serials Supplement to the Monthly Catalog; however, the good people who put together the Index to U.S. Government Periodicals have helpfully included the SuDocs number in their list of periodicals inside the front and back covers of the index.

What is the classification number of the periodical with the article on astronomy?

How often is it published? _____

Using the index, find an article on education in a periodical our library has. Give the citation here:

Author: _____

Title: _____

Periodical: _____

Volume, number, page: _____

Date: _____

SuDocs number of the periodical: _____

Can you find this on the shelf? _____

IV. Arizona Documents

Yavapai College Library's growing collection of state documents is being cataloged and eventually will be listed in the microfilm catalog along with other books. Meanwhile, become familiar with this separate collection which is shelved to the left of the lounge area.

Notice that these Arizona publications are arranged by classification code which in most cases corresponds to a government agency.

Look for each of these classification codes and give the agencies they stand for:

1. BAR _____
2. EDD _____
3. HES _____
4. IAC _____
5. ESD _____
6. MNI _____
7. TRT _____

Look at some of the documents in an area which interests you. List two titles here:

1. _____

2. _____

Note: There are also many publications about Arizona in the Federal government documents collection, particularly in the Geological Survey papers. These, of course, are accessed through the Monthly Catalog.

LESSON 11

LAW REFERENCES AND ARIZONA LAW

Although we should see a lawyer for legal problems, most of us have occasion to clarify legal terms, and libraries are the place to go for that. This lesson is designed to acquaint you with two legal reference works as well as familiarize you with the major research tool for Arizona law.

A. Legal Reference Books:

Black's Law Dictionary has long been considered the outstanding legal dictionary. First copyrighted in 1891, it continues to be the legal Bible. (Ref. KF156.B53 1968)

1. Look at the table of contents of Black's Law Dictionary. What useful information is in this dictionary in addition to definitions of legal terms?

1. _____
2. _____
3. _____
4. _____

2. What do the canons of professional ethics have to say about being counsel for an indigent prisoner?

3. Give a brief legal definition of the following terms:

1. Tort _____
2. Fructus legis _____
3. Ure _____
4. Bind _____
5. Quid Pro Quo _____

Paralegal's Encyclopedic Dictionary by Valera Grapp. A newer work (1979), is described as "an all-purpose legal idea tool", and is especially helpful because of its cross referencing system. Read "Guide to Effective Use of the Paralegal's Encyclopedic Dictionary" on pages 7-9 and look up the same words you looked up in Black's. (Ref. KF319.G68)

1. Tort _____
2. Fructus legis _____
3. Ure _____
4. Bind _____
5. Quid Pro Quo _____

- B. Arizona Revised Statutes - A codification of Arizona State Law in which all laws on each subject are arranged together. The index is its key (vols. 19-21). (Ref. KFA2430.A4)

Notice that all volumes of Arizona Revised Statutes (ARS) have supplemental pamphlets in the back, called "pocket parts". These should always be consulted along with the main volume to find the newest information.

Begin with volume one of the ARS:

1. List some documents contained in Volume 1.

1. _____
2. _____
3. _____
4. _____

What is the first line of the state anthem? _____

2. The index to the state constitution begins on page 607 of Volume 1. Notice that the citations refer to articles and sub-chapters leading to specific parts of the state constitution.

Lets suppose we want to know what the state constitution has to say about arms. Look in the index at the back of Volume 1. The numbers after the subject arms refer to the article and chapter in the constitution containing the information.

Give article _____ and chapter _____
for the subject "arms".

Now look it up in the state constitution. What does it say about bearing arms?

Now go to the index to the ARS (Vols. 19 and 20). Suppose you want to know if a county hospital is required to admit people with yellow fever? Look up "yellow fever" in the index.

Citations are written like this: A.R.S. 12-983, meaning "Arizona Revised Statutes Title 12, section 983".

Give the index citation: _____

Look in the pocket part (back of same volume). Is there another citation given? _____

Is the county hospital required to admit my friend who has yellow fever? _____



LESSON 12

UNITED STATES LAW

On the federal level we live under three types of law:

1. Constitutional or statutory law - Laws passed by congress are arranged by subject and published in The United States Code.
2. Regulatory Law - Bureaus and agencies have been given authority to establish regulations which have the authority of law. They are first printed in the Federal Register, which is published everyday. Later the regulations are codified and published in the Code of Federal Regulations.
3. Case law - Written opinions of attorneys General and the outcomes or interpretations of federal court decisions.

Lets consider your library access to U.S. laws and regulations.

A. Statutory Law

United States Code - Contains a codification or compilation of all the general and permanent laws of the United States arranged by title and chapter. Please look at Volume 1 which contains Titles 1-7.

1. What important U.S. documents are printed in the front of this book, before Title 1?
 1. 1776 _____
 2. 1777 _____
 3. 1787 _____
2. What is the subject of
 1. Title 3 _____
 2. Title 10 _____
 3. Title 7 _____

When federal statutes on a specific subject are needed, go first to the General Index, Volumes 13-16. The references given are to title and section of the code. For example, the law on hazardous substances in children's chemistry sets is in 15§1261. This refers to Title 15, section 1261.

Suppose your friend has been arrested at Nogales for bringing marijuana into the United States. The customs officer searched the car without a warrant. Is that legal? How would you find out? Start with the General Index.

1. Where is the appropriate statute?

Title: _____ Section: _____

2. What is the surprising title of this location? _____

3. What does the law say about arrests without a warrant? _____

4. Do you think your friend needs a lawyer? _____

Another access to federal statutes is through the Popular Name Index (Vol. 12). For example, look up the Social Security Act in this index and note that it has been added to and changed down through the years. Most of it is in title 42, The Public Health and Welfare section of the code.

Look up "Draft" in this index. Where does it lead you? _____

B. Regulatory Law

The Federal Register, published everyday by our federal government contains the regulatory law as established by the various governmental agencies and is codified periodically, indexed, and printed in the Code of Federal Regulations. These publications may be found in Federal Document depository libraries such as ours.

If you didn't know where these are, where would you look? _____

Ask a library staff member if you don't remember where Government Documents are indexed.

What are their call numbers?

The Federal Register? _____

Code of Federal Regulations (CFR) _____

Find these in the government documents section of the library and answer the following questions:

Federal Register

1. List the "Highlights" of the newest Federal Register on the shelf.

Date of Register: _____

2. Look through a Federal Register Index. See the inside front page. How often is the index published? _____

Code of Federal Regulations (CFR). Note that regulations are codified or grouped by subject, then the subjects are arranged alphabetically.

Find the volume having to do with Indians.

1. What volume number is it? _____

2. When was it revised? _____

3. What does Chapter II deal with? _____

4. Part number? _____

Look in this part and determine the part which discusses Navajo all wool woven fabrics. It is part number? _____

C. Case Law

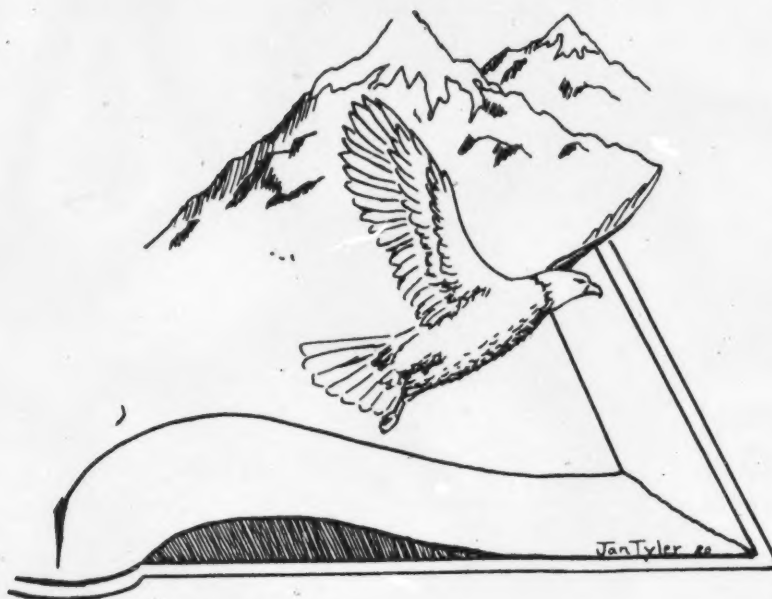
Most county libraries have the necessary reference works to trace case law; it is so difficult, however, that most of us hire research specialists (lawyers) to do it for us.

Yavapai College library has a few books which compile law in specific subjects in non-technical languages. Examples may be found in the Legal Almanac Series.

List four titles in this series: (small green books with gold lettering, scattered in KF478 - KF9731)

1. _____
2. _____
3. _____
4. _____

Although the average person can thus inform himself on many points of law, we always recommend hiring an attorney when there are legal problems.



LESSON THIRTEEN

DOCUMENTATION: BIBLIOGRAPHIC AND FOOTNOTE FORMS

A report without credibility is like a person without a spine, it just doesn't stand up. A speaker or writer who wants to be understood and believed, acknowledges and documents sources of information because the statistics and evidence mean nothing unless the reader can find and verify them.

The purpose of footnotes and bibliographies, then, is to clearly cite sources, to give an address where the original work can be found. Bibliography and footnote forms standardize "addresses" so the reader can easily find the works cited.

The terms "citation" and "entry" are sometimes used interchangeably in libraries. A "citation" is the bibliographic information which helps locate a particular book or article. It will include author, title, date, and all other necessary information.

An "entry" is one citation in a catalog, an index, or other reference work.

You may notice that the term "magazine" is usually used when referring to general interest periodicals while "journal" refers to technical or scholarly periodicals.

I. Plagiarism

Read the section on plagiarism in Smith, The English Research Paper. pp. 83-86.

In a word, what is plagiarism? _____

The MLA Handbook (p.5) tells us that the word comes from a latin word meaning "kidnapper".

At most colleges and in most classes anywhere, evidence of plagiarism will result in a grade of "F" along with much embarrassment and loss of face.

II. Style Manuals

For comparison several style manuals will be used in this lesson. Although the differences often seem insignificant, it is important to follow established bibliography and footnote forms for your kind of paper. When writing for journal publication, follow the examples in that journal, which is usually an abbreviated form for scientific journals. When writing a class report or research paper, follow exactly the style manual assigned by your instructor. Carry it around like a Bible so whenever you find materials for your paper you can write the bibliography cards correctly; or make out sample cards to guide you.

Look over these manuals, and select one of them to follow as you prepare a bibliography for this course:

Campbell, William Giles and Stephen Vaughan Ballow.
Form and Style; Theses, Reports, Term Papers. Atlanta:
Houghton Mifflin, 1954. LB2369.C3 1974. (On reserve)

MLA Handbook for Writers of Research Papers, Theses, and
Dissertations. New York: Modern Language Association, 1977.
Ref. LB2369.M53.

Rackham, Jeff. From Sight to Insight; Steps in the Writing
Process. New York: Rinehart and Winston, 1980. (On reserve)

Smith, B. L. The English Research Paper. Columbus, Ohio:
Charles E. Merrill Publishing Company, 1969. Ref. LB2369.S6.

Turabian, Kate L. Student's Guide for Writing College
Papers. Chicago: University of Chicago Press, 1976.
LB2369.T82 1976. (On Reserve)

If you plan to use this bibliography for another course as well, use the style manual which that instructor prefers.

III. The Bibliography Card

Read Rackham, From Sight to Insight, pages 431-433, the section headed "The Bibliography Card". The importance of writing a bibliography card as soon as you decide a work might be useful cannot be overstressed. Nor can the importance of getting all the bibliographic information at that time.

Where is most of the necessary bibliographic information about a book found?

If several dates for a book are given, which should you use in your bibliography?

Note on page 432 that more information is necessary for a periodical citation.

IV. Bibliographic form for nonographs/books

A good discussion of bibliography is in section 40 of the MLA Handbook. Read and answer the following:

What is a bibliography? _____

Notice that all five style books use a "hanging indention" for bibliographies, and that punctuation and spacing are very important.

Write a bibliographic citation for any book from the library shelves.

Which style manual did you use as a guide? _____

V. Periodical Citations

Rackham, page 432 and the MLA Handbook, section 43, give examples of bibliographic form for articles in periodicals. Using one of these as guides write a complete citation for an article from the newest issue of Time, Atlantic Monthly or any other current magazine which interests you:

Using MLA Handbook as a guide, cite an article in a recent Arizona newspaper:

Cite an editorial in a recent newspaper:

Cite an article in a recent issue of PMLA (find it in the current periodicals). PMLA has continuous pagination, see sect. 43-b of MLA Handbook.

VI. Footnotes and Endnotes

Because a writer must document or support statements made in reports and research papers, footnotes or endnotes, sometimes called "terminal notes" are an important part of writing.

Read the concise section, "Footnote Forms and Traditions" in Rackham, pages 451-453.

List five times footnotes are traditionally used:

1. _____
2. _____
3. _____
4. _____
5. _____

*Note that footnotes are given in one long sentence with a period only at the end, except for abbreviations; while bibliography citations are punctuated with periods after each statement.

For a complete discussion of footnotes consult Campbell/Ballou Form and Style.

LESSON FOURTEEN

THE FINAL BIBLIOGRAPHY

Taking the place of a final examination, your final bibliography will demonstrate what you've learned in this course. Choose a subject of interest (you may use a subject you are researching for another class) and use the indexes from previous lessons to find relevant material on that subject.

You must have at least 10 references chosen from this list:

- Book
- Specialized Dictionary
- Statistical source
- Periodical article
- Government document
- Government periodical article
- Newspaper article
- Law book, code or statute (Arizona or U.S.)
- Biographical source
- A part of a book (using Essay and General Literature Index or MLA Bibliography)
- Audio-Visual material
- Pamphlet from the Vertical File

You must follow a search strategy, evaluate your sources, and use proper bibliographic form for each citation. Bibliography cards must be prepared for each work cited in your finished bibliography.

I. Search Strategy

After choosing an interesting, controversial topic, do a preliminary search to be sure there will be enough material available locally on that subject. Then plan a search strategy. There will probably be many secondary sources available; most satisfying research papers, however, are the result of ideas and conclusions based on material in primary sources.

Read Rackham's chapter on primary and secondary sources, pp. 193-198. What is primary source material? Give examples.

What is secondary material?

Part of a good search strategy involves finding out what subject headings to look under for information on your topic.

What topic will be the subject of your bibliography? _____

What synonyms might you also look under?

Look in the Library of Congress List of Subject Headings (red books between the two microfilm catalogs on the catalog table near the circulation desk). List several headings given for your subject.

What other subjects might you look under for information related to your topic? For instance if your topic is abortion, you might look under medical ethics, the women's movement, and religion to find information important to your paper. A writer on "symbolism in literature," for another example, might look for information on literary symbolism and the psychology of symbolism as well as information on specific writers whose works are rich in symbolism.

What subjects might you look in for information related to your topic?

Plan your search strategy by listing possible sources for information on your topic. Include non-library sources as suggested in Rackham, as well as indexes and reference sources in Yavapai College Library.

Your topic: _____

List at least ten sources you will consider:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

II. Evaluating Sources

Read Rackham's section, "Evaluating and Interpreting," pp. 185-187.

"To evaluate is to _____"

"To interpret.....means _____"

Discuss what it means to evaluate sources and evidence? _____

Kate Turabian on pages 26-30 of her Student's Guide for Writing College Papers gives guidelines for evaluating materials.

III. Bibliography Cards

Hand in at least 10 bibliography cards (the information may be on slips of paper from the catalog table if you don't have 3x5 or 4x6 inch cards). Read Rackham, pp. 431-433, "The Bibliography Card," and prepare each card or slip according to this system. You may use any of the other style manuals as guides for punctuation and placement of the information.

Ten bibliography cards handed in, date _____

Instructor's signature _____

IV. The Finished Product

Assembling and typing your bibliography should go smoothly now that you have carefully followed each step in its preparation.

Turabian, Student's Guide for Writing College Papers 5:64-5:66 tells how to assemble your bibliography cards.

Follow these directions in preparing your final paper for this course. Your bibliography may be neatly handwritten or typed and must follow the form in the style manual of your choice. (English 132 students use Rackham). As mentioned earlier, it must contain citations to at least ten works from different types of sources which satisfy the criteria for reliable sources. At the bottom of the last page of your bibliography, cite the style manual you used.

Name: _____

Bibliography topic: _____

Style manual used: _____

Date finished: _____

Course Grade: _____

LESSON FIFTEEN
COURSE EVALUATION

In order to continue to improve this course, the Instructor asks for candid comments and criticisms. They will not be read until after your final paper has been checked and a grade recorded, so please be frank.

1. About how many hours did it take for you to complete this course?

2. Comment on its degree of difficulty:

_____ too difficult

_____ about right

_____ too easy

Comments: _____

3. Were the lessons included relevant to your needs? _____

Please list lessons you feel are the most helpful and give reasons you liked them:

1. _____

2. _____

3. _____

Please list lessons you found especially difficult, boring, or irrelevant, with comments:

1. _____

2. _____

3. _____

Any suggestions for improvement of this course? _____

Thank you, Nancy Kirkpatrick